

# Federal Advisory Committee (FAC) Membership Balance Plan

Please read the [Federal Advisory Committee Membership Balance Plan Guidance](#) prior to completing this form

<b>(1) FEDERAL ADVISORY COMMITTEE NAME</b> <i>State the legal name of the FAC</i>
Air Traffic Procedures Advisory Committee (ATPAC)
<b>(2) AUTHORITY</b> <i>Identify the authority for establishing the FAC</i>
Federal Advisory Committee Act (FACA), as amended, 5 U.S.C., App. 2
<b>(3) MISSION/FUNCTION</b> <i>Describe the mission/function of the FAC</i>
<p>On April 30, 1975, DOT's task force submitted its report to the Secretary of Transportation. The report contained a recommendation for establishment of a standing group composed of air carrier, controller, general aviation, military, and pilot representatives to review air traffic control procedures and practices. FAA established the Air Traffic Procedures Advisory Committee in response to the recommendation. ATPAC, consistent with its original charter, is to review present air traffic control (ATC) procedures and practices. The Committee's additional tasks, may also analyze new or significantly revised ATC procedural concepts; review the adequacy of charts, diagrams, and illustrations used to convey information concerning the application of ATC procedures and their relevance to current, revised, or proposed ATC procedures and concepts; and identify aviation regulations that have an impact on present, new, or significantly revised ATC procedures and concepts.</p>
<b>(4) POINTS OF VIEW</b> <i>Based on understanding the purpose of the FAC,</i> <i>(a) describe the process that will be used to ensure the committee is balanced, and identify the categories (e.g. individual expertise or represented interests) from which candidates will be considered;</i> <i>(b) consider identifying an anticipated relative distribution of candidates across the categories; and</i> <i>(c) explain how a determination was made to appoint any individuals as Special Government Employees or Representative members</i>
<p>ATPAC serves the public interest by providing a forum for interaction among the FAA, military, airlines, airline pilots, air traffic control personnel, general aviation pilots, business pilots, and their representatives. By including a full spectrum of aviation stakeholders, as set out in the charter, ATPAC ensures that its recommendations weigh the interests of all concerned.</p> <p>The level of expertise and balanced viewpoints of this committee have enabled early identification of potential problem areas and accelerated early corrective action to ATC procedures, thereby creating greater safety and public confidence in the Nation's air transportation system.</p> <p>FAA advertises ATPAC meetings in the Federal Register and maintains a website with AOCs (Area of Concern) and minutes of the last meeting. This way the public is notified of the meeting and its venues.</p> <p>As all members ATPAC represent specific stakeholder groups, none serve as Special Government Employees</p>

## **(5) OTHER BALANCE FACTORS**

*List any other factors your agency identifies as important in achieving a balanced FAC*

**Other factors to be considered for committee membership include members that have the necessary Subject Matter Expertise to provide input.**

## **(6) CANDIDATE IDENTIFICATION PROCESS**

*Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance. The summary should:*

- (a) describe the process*
- (b) identify the agency key staff involved (by position, not name)*
- (c) briefly describe how FAC vacancies, if any, will be handled by the agency; and*
- (d) state the membership term limit of FAC members, if applicable*

**The original charter identified the ATPAC members. Historically there has always been a handoff from the attending member to a new representative from the same group, i.e. ALPA (Airlines Pilot Association).**

**The ebb and flow of economic factors affect the airlines and groups that support the SMEs and has thus affected ATPAC membership. The FAA funds cover only the FAA Exec Director and his alternate, administrative support and minimal meeting location costs. All ATPAC members fund their own costs to attend and participate in these meetings.**

**If membership lapses for more than one meeting with no contact, the member is requested via email to provide their intentions.**

**If a new group requests membership, they must, as designated in the charter and guidelines, write a letter requesting the membership for approval. Nominations for new membership can be made by current Committee members and the FAA. The FAA, in consultation with the committee, may grant tentative membership approval. Representatives from organizations with tentative membership can participate in Committee meetings and will be permitted to provide comments and opinions. One group that successfully petitioned for addition to ATPAC was Helicopter Association International (HAI).**

**When considering a request for membership, ATPAC generally considers how well a given group is represented on the committee.**

**The ATPAC membership has been very stable over the years and there is no term limit.**

## **(7) SUBCOMMITTEE BALANCE**

*Subcommittees subject to FACA\* should either state that the process for determining FAC member balance on subcommittees is the same as the process for the parent FAC, or describe how it is different*

*\*This is relevant to those agencies that require their subcommittees to follow all FACA requirements.*

**When subcommittees are formed to address particular issues or research tasks, members are assigned based on their expertise and the interests of the groups they represent.**

## **(8) OTHER**

*Provide any additional information that supports the balance of the FAC*

## **(9) DATE PREPARED/UPDATED**

*Insert the actual date the Membership Balance Plan was initially prepared, along with the date(s) the Plan is updated*

1/28/1975, most recently updated 10/5/2012.